

## **PROFESSIONAL ENGINEER/ENGINEERING INTERNS INSTRUCTIONS FOR PREPARING APPLICATIONS**

Complete the application carefully and neatly. Based upon information from your application and supporting documentation the board will determine your qualifications to: (A) take the examination for certification of EI, registration of PE, or (B) be registered by comity. Applicants for comity registration will be required to take an examination, if the requirements at the time of such registration. Applications will be registered as "Professional Engineers" without the designation, as to any branch of engineering.

**PROFESSIONAL ENGINEER APPLICANTS-**The examination consists of two (2) parts (8 hours each), fundamentals of engineering; principles and practices of engineering by discipline; and the Indiana law examination.

If you hold the National Council Certification (NCEES) record issued with two years (2) years of this application you are required to complete only the following sections of the application;

NAME, COMPLETE ADDRESS, THE THREE (3) YES/NO SECTIONS, NOTARY OATH (WITH SEAL OR STAMP), AND PICTURE, (sections 1,5,7)

**ENGINEERING INTERN APPLICANTS-**The three (3) required work references must be submitted by individuals having personal knowledge of your ability. These references can be submitted by your college professor(s), or individual(s) that you have worked under.

### **APPLICATION COMPLETION INSTRUCTIONS**

1. Completed personal information section.
2. Complete ALL college data. All applicants shall submit a certified transcript(s) ORIGINAL ONLY from each school attended.
3. The required experience as well as the education must be met as of the date of Submission of the application.
4. Indicate EI or PE registration information. The state(s) in which you took and passed the exam(s), if applicable. If by comity, the state in which you are currently licensed must be verified by a completed NCEES standard verification form.
5. **REFERENCES** the professional engineer shall have personal knowledge of your experience and ability to qualify. Of the five (5) references, three (3) must be registered engineers.
6. The oath shall be signed by the applicant, notarized and must include notary seal or stamp.
7. A photograph shall be attached to the application.

## APPLICATION PACKAGE

The applicant shall forward to each reference (1) letter to Referee; (2) the reference for registration form with self-addressed envelope bearing applicants name & address; (3) the “signature seal” envelope. The reference form is to be completed by the Referee, inserted into the provided envelope, sealed and returned to the applicant.

Provide complete company name & address, supervisor, position & work performed in detail.

The applicant must submit completed application, appropriate application fee, certified copy of transcript(s), sealed references, and verified certification from the state you received your EI and or PE.

Professional engineer exam application fee is \$10.00, comity application is \$50.00, and EI fee is \$20.00.

COMPLETED APPLICATIONS should be submitted for review three (3) months prior to the examination date as shown below:

| <u>MONTH &amp; YEAR</u>                  | <u>EXAMINATION DEADLINE</u>     |
|--|---------------------------------|
| April 20-21, 2001<br>October 26-27       | January 1, 2001<br>July 1, 2001 |
| April 19-20, 2002<br>October 25-26       | January 1, 2002<br>July 1, 2002 |
| April 11-12, 2003<br>October 24-25, 2003 | January 1, 2003<br>July 1, 2003 |
| April 16-17, 2004<br>October 29-30, 2004 | January 1, 2004<br>July 1, 2004 |
| April 15-16, 2005<br>October 27-28, 2005 | January 1, 2005<br>July 1, 2005 |
| April 21-22, 2006<br>October 27-28, 2006 | January 1, 2006<br>July 1, 2006 |
| April 20-21, 2007<br>October 26-27, 2007 | January 1, 2007<br>July 1, 2007 |
| April 11-12, 2008<br>October 24-25, 2008 | January 1, 2008<br>July 1, 2008 |

Retain a copy of the application for your records and mail the original with the fee to:

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS  
302 WEST WASHINGTON STREET, ROOM E034  
INDIANAPOLIS, IN 46204-2700

